

Director, or if the court or other authority rules that the demand must be complied with irrespective of the instructions from the Deputy Director not to produce the material or disclose the information sought, the employee or former employee upon whom the demand has been made shall respectfully decline to comply with the demand. (*United States ex rel. Touhy v. Ragen*, 340 U.S. 462 (1951)).

[45 FR 47112, July 14, 1980, as amended at 56 FR 5744, Feb. 13, 1991]

## PART 2504—PRIVACY ACT REGULATIONS

### Sec.

- 2504.1 Purpose and scope.
- 2504.2 Definitions.
- 2504.3 Annual notice of systems of records maintained.
- 2504.4 Determining if an individual is the subject of a record.
- 2504.5 Granting access to a record.
- 2504.6 Special procedures for medical records.
- 2504.7 Granting access when accompanied by another individual.
- 2504.8 Action on request.
- 2504.9 Identification requirements.
- 2504.10 Access of others to records about an individual.
- 2504.11 Access to the accounting of disclosures from records.
- 2504.12 Denials of access.
- 2504.13 Requirements for requests to amend records.
- 2504.14 Action on request to amend a record.
- 2504.15 Procedures for appeal of determination to deny access to or amendment of records.
- 2504.16 Appeals process.
- 2504.17 Fees.
- 2504.18 Penalties.

AUTHORITY: 5 U.S.C. 552a.

SOURCE: 45 FR 41121, June 18, 1980, unless otherwise noted.

### § 2504.1 Purpose and scope.

These regulations implement the Privacy Act of 1974, 5 U.S.C. 552a. The regulations apply to all records maintained by the Office of Administration that are contained in a system of records, and that contain information about an individual. The regulations also establish procedures that (a) authorize an individual's access to records maintained about him; (b) limit the access of other persons to

those records, and (c) permit an individual to request the amendment or correction of records about him.

### § 2504.2 Definitions.

For the purposes of this part—(a) *Office* means the Office of Administration, Executive Office of the President;

(b) *Individual* means a citizen of the United States or an alien lawfully admitted for permanent residence.

(c) *Maintain* means collect, use or distribute;

(d) *Record* means any item collection or grouping of information about an individual that is maintained by the Office, including but not limited to education, financial transactions, medical history, and criminal or employment history and that contains the individual's name, identifying number, symbol, or other identifiers assigned to the individual, such as a finger or voice print or photograph;

(e) *System of records* means a group of any records controlled by the Office and from which information is retrieved by the name of the individual;

(f) *System manager* means the employee of the Office who is responsible for the maintenance, collection, use or distribution of information contained in a system of records;

(g) *Routine use* means, with respect to the disclosure of a record, the use of that record for a purpose consistent with the purpose for which it was collected;

(h) *Subject individual* means the individual by whose name or other personal identifier a record is maintained or retrieved;

(i) *Statistical record* means record in a system of records maintained for statistical research or reporting purposes only and not used in whole or in part in making any determination about an identifiable individual, except as provided by section 8 of title 13 U.S.C.;

(j) *Agency* means agency as defined in 5 U.S.C. 552(e);

(k) *Work days* as used in calculating the date when response is due does not include Saturdays, Sundays and legal public holidays.